



**City of Tigard Comprehensive Plan  
Citizen Involvement Policy Interest Team Meeting Agenda  
June 20, 2007  
7:00 – 9:00 pm**

**Agenda for Meeting #1**

7:00 – 7:20	Welcome Meeting Objectives Introductions Roles and Responsibilities	Marissa Daniels, Citizen Involvement PIT Staff Leader  All
7:20 – 7:40	Comprehensive Planning Overview <ul style="list-style-type: none"> <li>- schedule</li> <li>- role of interest teams</li> <li>- goals/policies/action items</li> </ul>	Marissa Daniels, Citizen Involvement PIT Staff Leader
7:40 – 8:15	Overview of Draft Building Blocks Discussion: <ul style="list-style-type: none"> <li>- additions</li> <li>- changes</li> <li>- deletions</li> </ul>	Marissa Daniels, Citizen Involvement PIT Staff Leader All
8:15 – 8:40	Evaluation Exercise and Discussion	
8:40 – 8:45	Overview of Next Meeting Agenda: Review and refine draft policy statement	Marissa Daniels, Citizen Involvement PIT Staff Leader
8:45 – 9:00	Closing Comments Adjourn	



**Policy Interest Team Roles and Responsibilities**  
May 22, 2007

Thank you for volunteering to help the City of Tigard define important aspects of our draft Comprehensive Plan policies. When adopted, the Comprehensive Plan will guide our community's planning, actions and investments over the next 20 years. The Comprehensive Plan sets policy direction for the City and should reflect the community's values.

As you will see by our agenda, we have a lot to cover in the meetings we have scheduled. The meetings will be facilitated by City staff. We are eager to hear from all of you. Through the course of our work, please adhere to the following:

- ◆ Attend all meetings. If you are unable to attend, send your comments to staff in advance of the meeting.
- ◆ Review material provided in advance of the meeting.
- ◆ Ask questions for information or clarification, not to challenge or intimidate.
- ◆ Consider all opinions as valid and worthy of respect.
- ◆ Be willing to learn, compromise and/or negotiate.
- ◆ Aim for a consensus that is fair and in the best interest of the community.



## City of Tigard Comprehensive Plan

Resource Document A of the *Tigard 2007* resource report provided a summary of community surveys and work completed by Tigard Beyond Tomorrow. The summary outlined a number of key issues and values that the community has identified and it forms a solid foundation for updating the City's Comprehensive Plan. Below is a list of community issues and values developed from Resource Document A (which can be found in its entirety at [www.tigard-or.gov/2027](http://www.tigard-or.gov/2027)). Please review the list as it will provide important background information when discussing goals, policies, and action measures.

### **COMMUNITY VALUES**

The citizens of Tigard value the location of the community and the ease of access to travel options.

The citizens of Tigard value the safe and quiet residential atmosphere of the community and the character of their neighborhoods.

The citizens of Tigard value trees and natural resources and feel that protecting these resources will benefit the community.

The citizens of Tigard value the public services that are provided to the community, particularly the library, parks, senior center, and police.

The citizens of Tigard value pedestrian and bicycle paths in the community and support the development of a well connected network.

The citizens of Tigard value access to neighborhood parks and open space within a half mile from their home.

The citizens of Tigard value access to bus service in the community.

The citizens of Tigard value the community's downtown core and support investment to make improvements.

The citizens of Tigard value and understand their responsibility to participate as members of the community.

The citizens of Tigard value access to educational opportunities for citizens of all ages.

The citizens of Tigard value small and local businesses that contribute to a healthy economy.

### **COMMUNITY ISSUES**

The citizens of Tigard have identified traffic congestion as the top concern in the community.

The citizens of Tigard are concerned about the maintenance of community streets.

The citizens of Tigard are concerned about preserving community livability by minimizing neighborhood traffic.

The citizens of Tigard are concerned about population increases and the impact upon the community.

The citizens of Tigard are concerned about growth and development in the community and the compatibility between new and existing development.

The citizens of Tigard are concerned with the community's appearance, particularly the downtown.

The citizens of Tigard are concerned that the community's downtown is not living up to its potential.

The citizens of Tigard are concerned about the impact of growth on the community's natural resources.

The citizens of Tigard are concerned about the future of public services, which includes safety, schools and infrastructure.

The citizens of Tigard are concerned about the lack of a recreation program and the number of parks in the community.



## FOR MORE INFORMATION:

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- Visit [www.tigard-or.gov/2027](http://www.tigard-or.gov/2027)
  - Visit [www.lcd.state.or.us/LCD/goals.shtml](http://www.lcd.state.or.us/LCD/goals.shtml)
  - Sign up for the listserv at <http://www.tigard-or.gov/2027>
  - Or contact:  
Project Manager, Darren Wyss  
at 503-718-2442  
[darren@tigard-or.gov](mailto:darren@tigard-or.gov)
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We look forward to hearing from you!



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## Comprehensive Plan



## Frequently Asked Questions



# Comprehensive Plan

## What is the Comprehensive Plan?

The Tigard Comprehensive Plan is the primary document that guides land use decisions within the community. It outlines goals, policies, and action measures that are intended to reflect the community's values and aspirations for land use planning. It also aims to organize and coordinate the relationships between people, land, resources, and facilities to meet the current and future needs of Tigard.

The Tigard Comprehensive Plan is required by State law and must conform to 19 Oregon Statewide Planning Goals. Land development and related activities, including the City's development codes, must be consistent with adopted Plan goals and policies.

## Why update the Comprehensive Plan?

It is now seven years beyond the year 2000 planning horizon of the City's 1983 Comprehensive Plan. Tigard has grown dramatically since 1983, from 18,379 residents to 46,300 today. Jobs and business activity have grown just as fast. Although minor updates have taken

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place over the years, the 1983 Plan, in many ways, does not reflect current and projected community conditions. For this reason, it is necessary to undertake a thorough update. This is important to ensure the Plan remains a viable tool for decision-makers and citizens to use when seeking policy direction regarding land use and Tigard's future.



## What is the process?

The first step in updating the Tigard Comprehensive Plan involved City staff developing a fact base to inform the update. The result was the Tigard 2007 resource document completed in February 2007. Key findings from Tigard 2007, combined with community issues and values will form the basis for Plan goals, policies, and action measures. Community issues and values were identified through the Tigard Beyond Tomorrow process and a number of community surveys completed over the last five years.

# Comprehensive Plan

The next step is to involve Tigard's citizens, businesses, and other stakeholders in developing draft goals, policies, and action measures. This will be accomplished by policy interest teams comprised of community volunteers that share an interest in one of the Comprehensive Plan topics. The draft goals, policies, and action measures will then be taken to workshops with the Planning Commission, where recommendations to City Council will be finalized.

## How can I get involved?

- Join the Comprehensive Plan listserv for updates on meetings/events
- Join a policy interest team
- Review proposed goals, policies, and action measures and provide written comments through email or the website
- Attend open houses and other events
- Attend Planning Commission workshops
- Attend City Council hearings





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## Comprehensive Plan



## Key Definitions



# Comprehensive Plan

Goals, policies and recommended action measures identify the intent of the

City to accomplish certain results. The goals and policies relate to one another and are obligations the City wishes to assume. Recommended action measures support the obligations to achieve a desired end, but do not signify an obligation themselves.

## Goal

*Definition* - A general statement indicating a desired end or the direction the City will follow to achieve that end.

*Obligation* - The City cannot take action which violates a goal statement unless:

1. Action is being taken which clearly supports another goal.
2. There are findings indicating the goal being supported takes precedence (in the particular case) over another.

## Policy

*Definition* - A statement identifying Tigard's position and a definitive course of action. Policies are more specific than goals. They often identify the City's position in regard to implementing goals. However, they are not the only actions the City can take to accomplish goals.

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*Obligation* - The City must follow relevant policy statements when

amending the Comprehensive Plan, or developing other plans or ordinances which affect land use. To amend the Comprehensive Plan, the City must show consistency with the Statewide Land Use Goals. Such an amendment must take place following prescribed procedures prior to taking an action that would otherwise violate a Plan policy.



## Recommended Action Measures

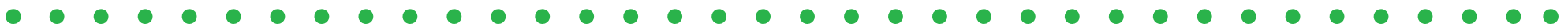
*Definition* - A statement which outlines a specific City project or standard, which if executed, would implement goals and policies. Recommended action measures also refer to specific projects, standards, or courses of action the City desires other jurisdictions to take in regard to specific issues. These statements also define the relationship the City desires to have with other jurisdictions and agencies in implementing Comprehensive Plan goals and policies.

# Comprehensive Plan

*Obligation* - Completion of projects, adoption of

standards, or the creation of certain relationships or agreements with other jurisdictions and agencies, will depend on a number of factors such as citizen priorities, finances, staff availability, etc.

The City should periodically review and prioritize recommended action measures based on current circumstances, community needs and the City's goal and policy obligations. These statements are suggestions to future City decision-makers as ways to implement the goals and policies. The listing of recommended action measures in the plan does not obligate the City to accomplish them. Neither do recommended action measures impose obligations on applicants who request amendments or changes to the Comprehensive Plan. The list of recommended action measures is not exclusive. It may be added to or amended as conditions warrant.





# Comprehensive Plan Policy Building Blocks

## GOAL

1. Provide citizens, affected agencies and other jurisdictions the opportunity to participate in all phases of the planning process.

## POLICY BUILDING BLOCKS:

<u>Policy Principle (Cornerstone) :</u>	<u>Other Building Blocks (actions and results)</u>
<b>The Citizen Involvement Committee is important to Tigard.</b>	<ul style="list-style-type: none"> <li>▪ The City shall establish / maintain a Citizen Involvement Committee.</li> <li>▪ The CIC should represent a broad range of interests.</li> <li>▪ Promote citizen involvement relating to City actions, especially land use, major policy initiatives and projects.</li> <li>▪ The CIC should advise the City Council, Planning Commission, Staff and other City Boards in ways to involve Tigard's citizens / stakeholders and increase overall civic engagement.</li> </ul>
<u>Assembled Policy:</u>	

<u>Policy Principle (Cornerstone) :</u>	<u>Other Building Blocks (actions and results)</u>
<b>Tigard Citizens need to know their role in each phase of the planning process.</b>	<ul style="list-style-type: none"> <li>▪ The City shall define the roles and expectations in advance for each phase of the planning process.</li> <li>▪ The citizen involvement effort shall be appropriate to the scale of the planning effort.</li> </ul>
<u>Assembled Policy:</u>	

<u>Policy Principle (Cornerstone) :</u>  <b>Boards and committees provide the opportunity for meaningful citizen involvement focused on a particular issue or topic.</b>	<u>Other Building Blocks (actions and results)</u>  <ul style="list-style-type: none"> <li>▪ The City shall establish Boards and Committees to provide additional support to the Planning Commission, City Council, and City staff.</li> </ul>
<u>Assembled Policy:</u>  	

<u>Policy Principle (Cornerstone) :</u>  <b>Staff and financial support is crucial to the maintenance of a citizen involvement program.</b>	<u>Other Building Blocks (actions and results)</u>  <ul style="list-style-type: none"> <li>▪ The City shall support the Citizen Involvement Committee and any other necessary board or committee.</li> </ul>
<u>Assembled Policy:</u>  	

## GOAL

2. Ensure all citizens have access to:
  - a. Information on issues in an understandable form, and
  - b. Opportunities for two-way communication with city staff, elected and appointed officials.

## POLICY BUILDING BLOCKS:

<u>Policy Principle (Cornerstone) :</u>	<u>Other Building Blocks (actions and results)</u>
<b>Information shall be accessible to all members of the community.</b>	<ul style="list-style-type: none"><li>▪ Tigard Beyond Tomorrow (TBT) 2005 report Communication Goal #1 “City will maximize accessibility to information in a variety of formats...”</li><li>▪ A TBT resulting strategy is to “encourage public participation through accessibility and education.”</li></ul>
<u>Assembled Policy:</u>	

<u>Policy Principle (Cornerstone) :</u>	<u>Other Building Blocks (actions and results)</u>
<b>The City shall use a variety of communication methods.</b>	<ul style="list-style-type: none"><li>▪ The 2005 citizen leadership communications survey found that there was not one best way to stay in touch, a multitude of approaches are necessary.</li><li>▪ Tigard Beyond Tomorrow (TBT) 2005 report Communication Goal #1 “City will maximize accessibility to information in a variety of formats...”</li><li>▪ A TBT 2005 strategy is to evaluate the effectiveness of the communication tools used.</li></ul>
<u>Assembled Policy:</u>	

<u>Policy Principle (Cornerstone) :</u>	<u>Other Building Blocks (actions and results)</u>
<b>The City shall provide a response to citizens who have submitted recommendations through the citizen involvement program.</b>	<ul style="list-style-type: none"> <li>▪ The City shall provide a feedback mechanism.</li> <li>▪ The City shall ensure citizens receive a response from policy-makers.</li> </ul>
<u>Assembled Policy:</u>	

<u>Policy Principle (Cornerstone) :</u>	<u>Other Building Blocks (actions and results)</u>
<b>Education is important for facilitating meaningful participation.</b>	<ul style="list-style-type: none"> <li>▪ The City shall provide education to help citizens make informed decisions about policy.</li> <li>▪ TBT 2005 strategy: “maximize”, “encourage public participation through accessibility and education.”</li> </ul>
<u>Assembled Policy:</u>	

<u>Policy Principle (Cornerstone) :</u>	<u>Other Building Blocks (actions and results)</u>
<b>In addition to Boards and Committees the City shall encourage participation from citizens on many different levels.</b>	<ul style="list-style-type: none"> <li>▪ The City shall involve citizens in many different capacities: individuals, interest groups, and community organizations for example.</li> <li>▪ Tigard has many active organizations and individuals that can provide valuable input.</li> </ul>
<u>Assembled Policy:</u>	